

Lytton First Nation

Employment Opportunity

Lands and Natural Resource Governance Director

The Lytton First Nation (LFN) are searching for a **Lands and Natural Resource Governance Director**, the Lands and Natural Resource Governance Director will administer the *TemEEwuh na Ta hheeymOt* (Land Code) and develop and implement laws, policies and procedures related to land administration, land and resource management, planning, environmental management, land development and land transaction registration.

Relying on a broad range of expertise such as development planning, land use planning, community planning, and urban design. The Director oversees permanent staff as well as a variety of consulting teams in relation to the development of a range of planning studies, recommendations, lands use policies, law amendments, and interpretation of applicable planning policies, guidelines, and laws. The individual in this role requires strong project and management skills, as well as negotiation and relationship building abilities, in addition to analysis and reporting.

RESPONSIBLE FOR:

- Implementing the *TemEEwuh na Ta hheeymOt* and exercising the statutory authority delegated to the Manager of Lands contained within the Land Code.
- Developing and implementing laws, policies and procedures related to lands administration, resource management and planning on reserve.
- Management of contractors and staff, including assisting with hiring, training, supervision and evaluation.
- Developing and administering community-based plans and other initiatives.
- Providing expert and strategic advice on the Land Code.
- Development and maintenance of accurate and well-organized records.
- Authorization and monitoring of revenues and expenditure within approved budgets.
- Applying for government and other funding and maintaining funding agreements.
- Management of effective and accessible communications.
- Regular reporting to the community.
- Addressing questions and concerns in a sensitive, timely and effective manner.
- Facilitating community meetings or consultation processes, where required.



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WEBSITE www.lfn.band

REQUIRED SKILLS AND QUALIFICATIONS

The ideal candidate shares LFN values of Community, Innovation, Integrity, Service and Teamwork, and can demonstrate the following qualifications:

- Certified in Planning, Land Administration, Land and Natural Resource Management, or Public Administration from a recognized institution, or a relevant undergraduate degree and 7 years of experience in a government setting in one or more of the areas of developing and implementing strategic plans, policy or bylaw development, land or resource planning, and community consultation and facilitation processes.
- Minimum of 5 years' experience in the planning profession, preferably within a First Nations government sector, and a minimum of 2-3 years of management or supervisory experience, directly related to the position.
- Knowledge of First Nations reserve land and applicable jurisdictions.
- Knowledge of land registration and land administration principles and procedures.
- Excellent communication skills with the ability to articulate ideas clearly and concisely, both verbally and in writing, and to present information and respond to questions in a respectful manner.
- Maintain professionalism with all clients or difficult situations and seek 'win-win' solutions.
- Ability to develop databases.
- Be willing to participate in job-related workshops, training, seminars and conferences to upgrade skills and training as required.
- Must provide a Criminal Record Check.

REQUIRED COMPETENCIES

- A strong understanding of Indigenous Title and Rights and relevant environmental legislation is essential, along with financial acumen and experience managing budgets
- Knowledge of Nlaka'pamux Nation culture and traditional territory is an asset.
- Ability to establish and maintain effective working relationships with internal and external contacts and to communicate tactfully and effectively, both verbally and in writing.
- Track record of successful project leadership with supervision of subordinates in a team-focused, fast-paced workplace environment.
- Excellent interpersonal skills to serve as critical focal point between multiple parties at the Council and management level.
- Provide strategic advice, counsel, and guidance on critical issues with respect to current and future needs for LFN lands.
- Advanced knowledge of the principles, trends and best practices of planning, development and community engagement to identify risks and leverage opportunities.
- Advanced research, analytical and problem-solving skills, with the ability to identify improvements for existing recreation facility infrastructure.

- Excellent written and verbal communication skills with the ability to negotiate, influence, and liaise effectively.
- Experience leading and directing staff on departmental strategies and delivering on corporate objectives.
- Have specific skills for facilitation and conflict resolution.
- Ability to work well under pressure in a changing and demanding work environment.
- Comprehensive knowledge and understanding of relevant LFN, provincial, federal and municipal jurisdiction and legislation, and familiarity with Indigenous Services Canada, the Indian Act, and the First Nations Land Management Act.
- Thorough working knowledge of Microsoft Office programs, Microsoft Team, with a familiarity of social media, graphic design software, and GIS would be considered an asset.
- The physical ability to work in all weather conditions and on uneven terrain.
- Hold a valid BC Class 5 driver's license.

Open Until Filled

(Thank you to all for your interest. However, only those short-listed will be interviewed).

Apply with cover letter, resume, and current references to:

Email: jobs@lfn.band

In person: drop off at the LFN Administration office